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***"Tools must enable people to  
exploit their own ingenuity."***

*Don Tapscott*

*President, New Paradigm  
Learning Corporation*

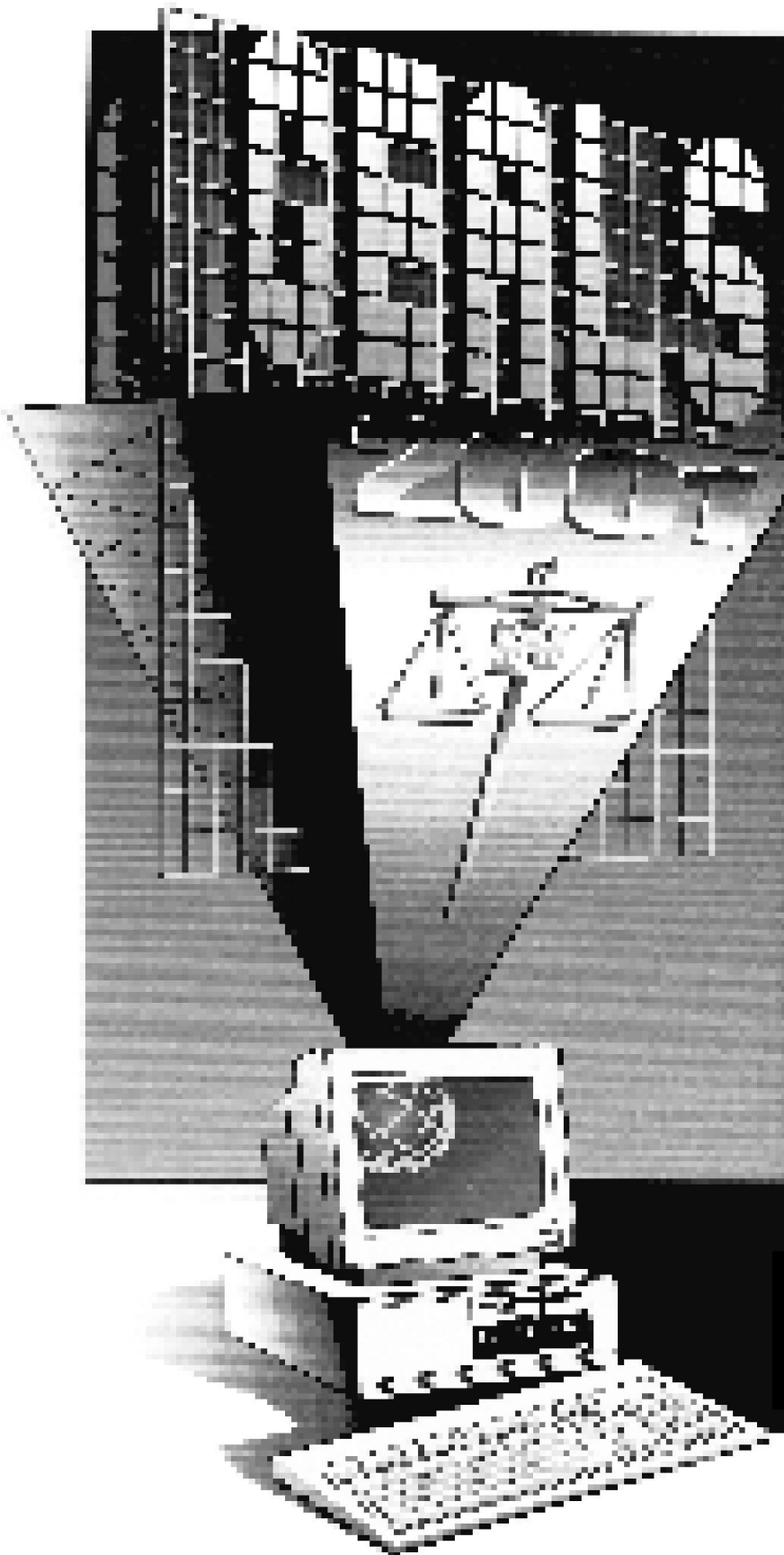
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## New Look for CEALS on the Horizon

With the recent acquisition of a CEAP Sun minicomputer, and through the efforts of the CEALS Revision Workgroup and CEALS Management Team, the Corps of Engineers Automated Legal System (CEALS) is moving into the future.

The acquisition of a Sun minicomputer is the initial step that CEALS has taken towards the year 2001 vision. Until September 1995, CEALS was operating on a "circa" 1985 Sperry 5000 minicomputer -- the equivalent of an IBM XT in today's minicomputer market. The new Sun 1000, located at the CEAP Western Processing Center in Portland, is a "state-of-the-art" system and offers an entirely new and more efficient way of computing. Not only will the Sun provide us faster processing, but it has opened new gateways into "workgroup" computing by way of client-server. Client-server technology has been around for a few years, but is now a heavy hitter in the local, regional and global network computing environments. Inside, an article explains the basics of client-server, the benefits it provides, and how it will integrate into CEALS 2001.

Bottom line with these new developments? Our CEALS applications will run better -- stronger -- FASTER!! Currently, the MAX Computer Conferencing System, BRS/Search full-text database system, TIPS and the CEALS Billing System have all been ported over and are successfully operating on the new Sun. Those of you

who currently use any of these systems should notice a substantial increase in the system's response time. CMIS-II is the the last CEALS application remaining on the Sperry. Efforts are underway to move CMIS-II onto the Sun in the near future.

With the Sun in place, the CEALS Management Team took the next step towards modernization by organizing a group of CEALS users that would help define the direction and "personality" of CEALS 2001. Twelve representatives from Corps district, division and HQs Counsel offices were selected to form the *CEALS Revision Workgroup*. This group has provided significant guidance to the CEALS Management Team with regard to the content of the new CEALS System, its "look and feel" to include the addition of Brief Banks, Career Management, and specifically, the replacement of CMIS-II with a Windows-based, intuitive matter-tracking system. More details about the Workgroup and where we are going can be found in a spotlight article inside.

The CEALS 2001 vision will soon become a reality, and will bring with it, an energized, efficient and productive solution to our automation needs. Look for exciting developments in CEALS in the months ahead. Client-Server, Matter-tracking, Brief Banks, and more are all on the Horizon . . .

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## The Evolution of Technology: From Terminal Mode to Client-Server

The pace at which new technology is being introduced into the computing industry is nothing less than astonishing. Competition has caused companies to quickly deliver new innovations in hardware, software and communications which drive forward the overall state of information management technology.

The evolution of database management software is an astute example of how technology changes our lives. Whether you realize it or not, every segment in our society benefits from electronic database management systems by allowing easy storage of information and quick access to that information. Just think of the many ways database management systems benefit you... Flown a plane lately? Used an ATM machine? Rented a video tape? Technology has changed the way we work and live our lives.

CEALS is now embarking on the newest trend in the high-tech world -- Client-Server Computing. Client-Server computing is an environment where a Server manages the shared data, and the Client (you) manage the individual data with personal computers. Client-Server takes and links the people, the data and all of the processes together to allow for a smooth flow of information. The best example of a Client-Server system is the World-Wide WEB - INTERNET.

Several months ago, a Sun 1000 Server was delivered to CEALS. This system is equipped with a UNIX Operating System. UNIX has become the foundation for Client-Server computing because it has proven its power and reliability in the business world today. UNIX is very fast in terms of response time. It's expandable and allows for "powerful" distributed computing because the operating system was designed to work on a multiple vendor platform -- meaning that UNIX is not hardware dependent. It's very flexible. Thousands of companies develop their software products on a UNIX-based platform first because of its versatility. With the acquisition of the Sun, CEALS has now joined them. We have the hardware required for Client-Server computing in place.

The next item that Client-Server computing needs is software tools. The Corps has determined that all applications being developed will use "ORACLE", a multi-user relational database management system. For Client-Server computing, Oracle software will reside on both the Client (a runtime

version of Oracle will reside on the Client's PC) and the CEALS Host Server. Oracle offers full-text capabilities, and the ability to produce forms, reports and graphics. For the Client end (your PC), ORACLE offers the ability to create a Graphical User Interface (GUI) application to give the look and feel of Windows. Oracle also offers a fully compatible PC tool-set that allows for the integration of graphic images to multimedia objects such as video and sound. It is the dominating vendor in the Client-Server marketplace because it supports all major operating systems and hardware platforms for both PCs and Servers.

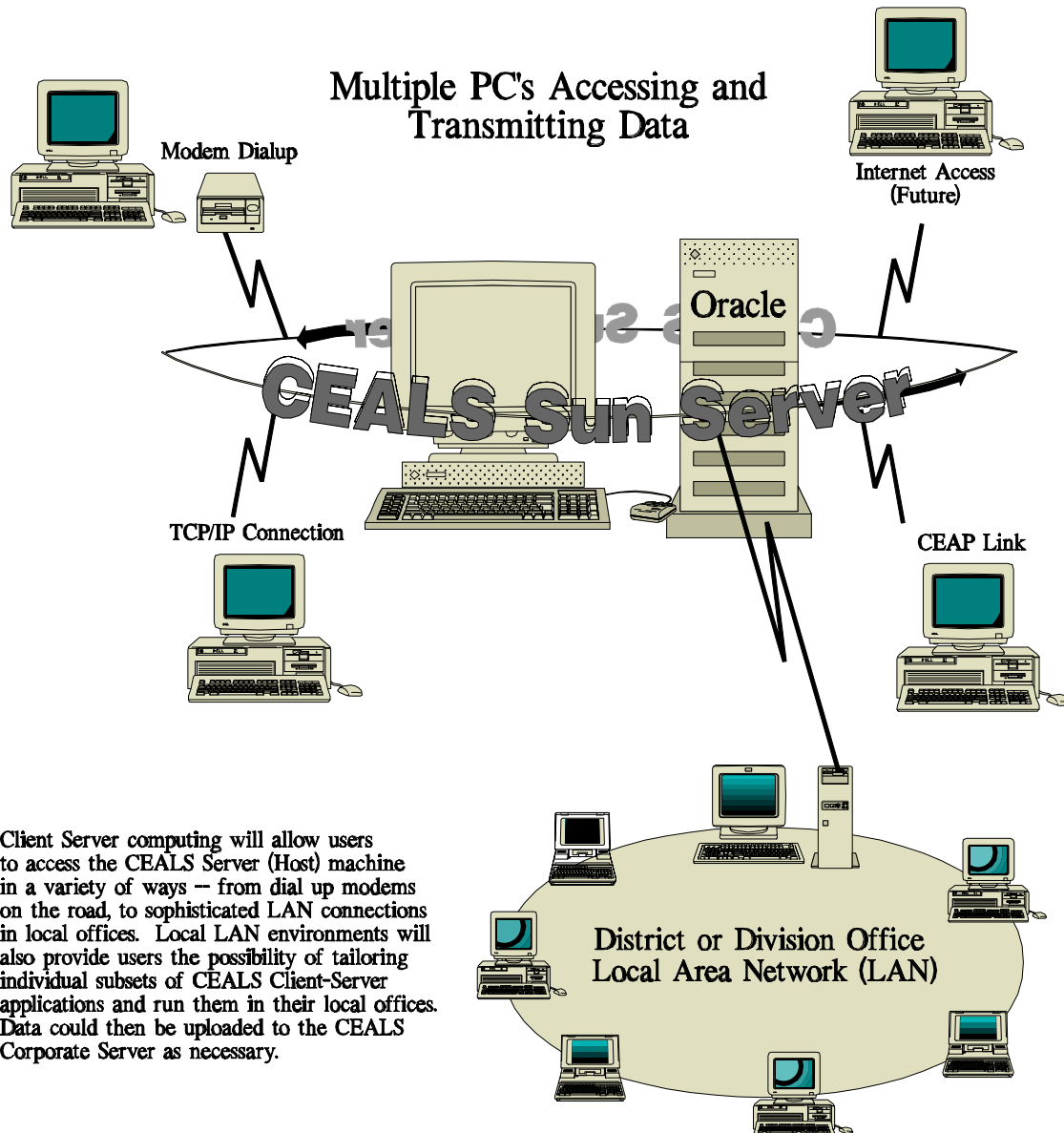
Oracle is up and running on the Sun Server. As a matter of fact, we are in the process of moving the CEALS Billing application into a total Client-Server environment. We already have a subset up and running. The GUI interface looks and feels just like Windows. It has icons, pull-down menus, power bars, on-line help, cut/paste editing capabilities, and links to display sets of data in graphic mode.

A Client-Server environment will provide CEALS with the ability to design a "corporate" database residing on the CEALS Sun Host Server that will store all "shared" information throughout the world-wide Counsel family, as well as having "localized" databases that will reside on individual District LAN's. The localized database will contain a mirror copy of your data from the CEALS Server. In addition, software exists to customize your local database to track additional data that will be shared only within your office. The application runs on your PC workstation/local LAN and accesses the Server only to upload information to the corporate database. Further customization can be performed to allow district databases to be shared within each parent division but not beyond. Headquarters will not have access to any localized databases except their own. Details regarding specific hardware and software requirements are discussed in a spotlight article on Technology Requirements later in this publication.

CEALS has begun participating in the database management technology revolution. This technology will change the way we manage, handle and report our work. It will directly impact all of us -- the way we present our data to each other, our Clients, our public and private sector colleagues, and the courts. Client-Server Technology has put the Corps Counsel offices on the fast-track as we approach a new Millenium.



# Client Server Model



## Linking All Counsel Offices to Share Data



Son of CMIS-II, *NOT* !!

# CEALS Revision Workgroup Hammers Out Baseline Matter Tracking System

In March 1995, the CEALS Revision Workgroup (CRW) was formed to begin the modernization effort that will bring CEALS into the year 2001. The seed for CEALS modernization was initially planted at the 1991 CEALS Conference by CEALS Program Manager, Craig Schmauder. The Chief Counsel's Task Force also addressed modernization of the current CEALS system, specifically the replacement of CMIS-II, and the addition of brief banks as part of their Report on the Delivery of Legal Services released in September 1994. In response to these, the CRW began the effort of defining the requirements and components of a "state of the art" corporate legal database.

The CRW is comprised of 13 CEALS users [shown at right] representing the District, Division and HQs Counsel offices. Initially the CEALS Revision Workgroup was split into two subgroups when it was organized last March -- the District level group and the Division/HQs group. The CEALS Management Team intended to have CEALS redesigned, literally, from the ground up, with initial requirements defined at the District level where more than 90 percent of CEALS data is originated. District-defined requirements would then be further reviewed and scrubbed with the Division/HQs group at a subsequent meeting to provide all users comprehensive ownership of all data as well as the system itself.

The initial District level meeting was held in July 1995. A significant amount of time was devoted to brainstorming wish-lists of a corporate legal system, discussing trends and issues in automation technology, and identifying the major categories, or "Matters" they felt should be tracked in a corporate legal database. The group came up with a list of about 23 Matters, but it was apparent that 7 were common among all offices and would be good candidates for a corporate database. The District group took these 7 categories and defined the core data elements within each. The Division/HQs Group was also surveyed to define corporate legal Matters and the related data elements required at their levels, as well as a system schematic that illustrated how the new system would look from their standpoint. With this information in hand, the two groups joined the week of October 16th at the Fusion Center at Fort Belvoir, Virginia, to discuss and negotiate the baseline "Matters" to be tracked in a corporate legal database and to decide on the basic technical aspects of the new system.

## The CEALS Revision Workgroup



### District Group

Mike Redfield, CENPS-OC  
Linda Kirts, CENPW-OC  
Norm Spero, CEORH-OC  
John Brady, CESAJ-OC  
Randy Florent, CELMN-OC  
Gary Segrest, CENCE-OC  
Susan Weston, CESAS-OC  
Pam Wellman, CESWT-OC  
Cheryl Ferrell, CEORH-OC

### Division/HQs Group

Steve Lingenfelter, CESAD-OC  
Sandy Solomon, CENCD-OC  
Patsy Knight, CESWD-OC  
Nancy Williams, CETAD-OC  
Mike Adams, CECC-C  
Frank Carr, CECC-F  
Martin Cohen, CECC-K

### CEALS Management Team

Craig Schmauder, CECC-T  
Patty Vatter, CEALS Project Ofc  
Jan Manwiller, CECC-T

Let it *not* be said that the negotiation process was an easy task! District members had performed detailed scrubs of their Matters/data elements prior to briefing the Division/HQs group. The latter, however, were well prepared to defend their requirements. The different perspectives between the three levels of participants -- District, Division and HQs -- became very apparent early on. The first Matter brief that was scheduled for 30 minutes continued on for three hours, still not resolved! Lines were drawn between information that was "nice to have" vs. mandatory, and heavy discussion arose between groups who thought a given data element was a "luxury" where another thought it should be required across the board. Questions flew: "How often do you need this information" and countered with "How long would it take you

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### CEALS Revision Workgroup, *continued*

to enter it?" Craig Schmauder refocused the group on a number of occasions and reminded them that the new system is being designed primarily as a *corporate* database, and "to try to get your focus thinking globally, not just locally." What finally resulted after 3-days of hard-fought negotiation, was a well-thought out, fully discussed initial definition of what the CRW considered to be a valuable Matter Tracking system -- a system that will be worth the effort to create, maintain and use at all levels of the Corps legal services community.

The CRW decided on building the new system with an initial 6 Matter types that Corps Counsel offices will be required to track: Claims/Appeals, Non-Contract Claims, Civil Litigation, Procurement Bid Protests, Personnel Claims and Appeals, and PRP/HTRW Negotiation. These 6 Matters each contain specific data fields that are classified as either mandatory or optional. The group defined "mandatory" as data that will be tracked and loaded into the corporate database. "Optional" is defined as NOT required to track, unless deemed so by the local District or parent Division Counsel.

In addition to these initial 6 Matters, the group added an optional FOIA Matter which will be developed for use by Counsel offices, but will NOT be required to track. The group also defined a "Plus (+) One" Matter -- a generic matter type that can be locally adaptable to track any specific category required in a given Counsel office. It is important to mention that this initial Matter list is only a beginning. New Matters will be added in the future as demands require. In fact, a Contractor- Industrial Relations (CIR) Matter was also discussed and will be included in the initial system design. Because of this specialized area, the CRW will rely on the expertise of the Corps CIR specialists to develop the data elements and determine mandatory requirements. [Of note: the CRW was careful to consider all reporting requirements to HQs, and other DoD and federal government entities when defining the mandatory data fields in these initial Matters. The reason behind this was to have the new matter tracking system generate these reports automatically, thereby eliminating the burden these reports otherwise incur.]

**The new system is being designed primarily as a *corporate* database...  
"get your focus thinking globally,  
not just locally."**

## What is "Matter Tracking?"

It may be a new term for some of you out there. Matter Tracking replaces the concept of "Case Management" in the legal automation arena. The Matter Tracking concept encompasses the entire gamut of work that passes through a legal office. A "Matter" is not limited to being a "case," but rather indicates a category of work in a legal office. Matters may also be identified as training, personnel administration, special project assignments, FOIA requests, etc. It is this new concept of "Matter-Tracking" on which the CEALS Revision Workgroup based their study.

How is this system going to be different than the one we are now using? Well, it's Son of CMIS-II -- **NOT!!** The new system will be built using Client-Server architecture, in a Windows-compatible, graphic interface environment. In a nutshell, Client-Server will allow us the best of both worlds. Whereas with CMIS-II all data-entry and retrieval was done on a "remote" minicomputer, the new Client-Server system will allow us to build localized databases within our individual LAN environments, perform data entry on the local LAN, and then upload the mandatory data to the corporate CEALS Sun in Portland. Users don't need to know where their data is being stored, however. The Client-Server system will act as a traffic cop and put the data where it needs to go, or get it where it needs to come from. And because it will be Windows compatible, we can take advantage of all the features that Windows has to offer to include easy integration into our local office environments, and bridges into our word-processing systems to clip notes and

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### **CEALS Revision Workgroup, *continued***

excerpts as desired from WP documents into a given Matter. Also, with the look and feel of Windows, comes a comfortable familiarity with icons, menu-bars, drop-down menus, clicks, double-clicks, OK and Cancel. CEALS users should will not have to suffer through another lengthy learning curve to be able to use this new system. And as with Windows, a comprehensive on-line help feature will be available!

More good news is that the technology to build this system is already out there as Commercial Off-the-Shelf (COTS) software. Three vendors in the legal automation market (CompInfo, MitreTech, and Inslaw) presented briefings and demonstrations of their individual Matter Tracking systems to the CRW. It was both inspiring and energizing to see how far legal automation had come since the initial deployment of CMIS-II in 1987! All three vendors provided a graphic user interface to their systems -- Mitre Tech and CompInfo were Windows compatible, and were able to be locally customized to satisfy the needs of a given District office, as well as a Corporate client such as HQs or the Divisions.

Where does the CRW go from here? Well the next step is to organize the Procurement Team, garner the money, prepare the Sources Sought Solicitation for Information and develop the Statement of Work, and get them out on the street for interested vendors. We hope to accomplish this in the Spring, have products to evaluate and make the final purchase before the end of this FY. Specifics about the system, such as screen design, menus and icons, reports and architecture will be provided to the CEALS community as soon as they become available.

At our 1991 CEALS Conference, when *PC Computing* Technical Editor Dale Llewallen spoke about the trends in office automation, he said, "It's nice to talk about the future because you can never be wrong." Well, Dale's "Future" is now the present, and as he predicted, Windows owns the market, and global computing from local LAN environments is now a defacto standard with client-server computing. And this is the track that CEALS is taking as it moves into its future. Who'da thunk it -- we actually had a fortune teller amongst us!

*On the final day of the October meeting, the CRW briefed the Chief Counsel and Deputy Chief Counsel on the basic elements of the new Matter Tracking System for CEALS. Shown here is Seattle District Counsel, Mike Redfield, doing his part.*



## CEALS 2001 - Essentialities

The "new and improved" CEALS 2001 system will provide our counsel community with an Information Network equivalent to a "Legal Services Highway." Connecting all of our offices together will enhance our ability to track and share every bit of our critical workload, as well as provide our attorneys with a common library of research, legal opinions, policy libraries and other relevant data and tools associated with our legal mission. But what will we need to achieve our goal? What types of automated solutions are out there and attainable? What do we need to have to do what we need to do?

Well, in today's computing environment, our new system at a minimum must exhibit the following features:

- Client-Server Architecture
- Windows Compatible, integrating with other Windows software, such as WP and Spreadsheets
- Oracle RDBMS
- UNIX Operating System
- Locally Tailorable
- On-Line Help/Tutorial

We've already discussed the importance of Client-Server, and Windows seems to be here to stay. Oracle is the most powerful database management software in the market, and UNIX will give us the versatility we need to customize our CEALS applications in a wide variety of environments. Online Help and tutorials will minimize our learning curve and help us do what we need to do faster.

But are there products out there in the market today that employ these features to provide an automated solution for our corporate computing? Patty Vatter, CEALS Project Manager, researched the current legal automation market and found three vendors who could possibly provide a system meeting our initial requirements. One vendor is Inslaw, the supplier of our current Case Management System, CMIS-II. The other two vendors are COMPINFO and MITRO-TECH. The latter companies have been developing legal information management software systems for more than a decade, and have extensive and impressive track records providing matter tracking systems to many large corporate law firms around the country. You might have already heard or read something about either of these companies because they advertise in many legal publications such as Law Technology and several ABA Technology Publications. Inslaw's solution takes Case

Management a step further with a graphical user interface and added features. COMPINFO's answer to our requirement is a software program called CORPORATE LAWPACK and MITRO-TECH's is CLMS - Corporate Legal Management System.

Patty arranged for all three vendors to provide the demonstrations of their products to the CEALS Revision Workgroup. The CRW was enthusiastic about hearing and seeing the most recent developments in case management technology. Both COMPINFO and MITRO-TECH demonstrated a fully Windows-compatible, Client Server system that illustrated how each component worked, and were able to address many issues regarding customization and local implementation. INSLAW, however, was unable to demonstrate a client-server product, although one is under development. The INSLAW product is not a Windows-compatible system.

The demonstrations provided by all three vendors were truly "eye-openers" for the workgroup because they provided an insight into the structure and operation of corporate legal database system. Many questions were asked and answered through the demonstrations and/or documentations, and the group was inspired to see what type of system was actually attainable. After much discussion, the CRW developed this list of Technical Requirements for CEALS 2001:

- Must meet the minimum requirements mentioned above.
- Run locally - Shared globally.
- Generate Data for formatted reports.
- System generated Matter Number.
- Customize the system at the local level to track additional fields/matters.
- Append documents to matter files.
- All fields subject to text search.
- Narrative boxes with menus available in fields to allow the working attorney to expand or explain clicked menu items.
- Reminders to indicate required fields that have not been completed. System will still accept the record.
- Data entry/updating done on local system - upload corporate data to server at a later time.

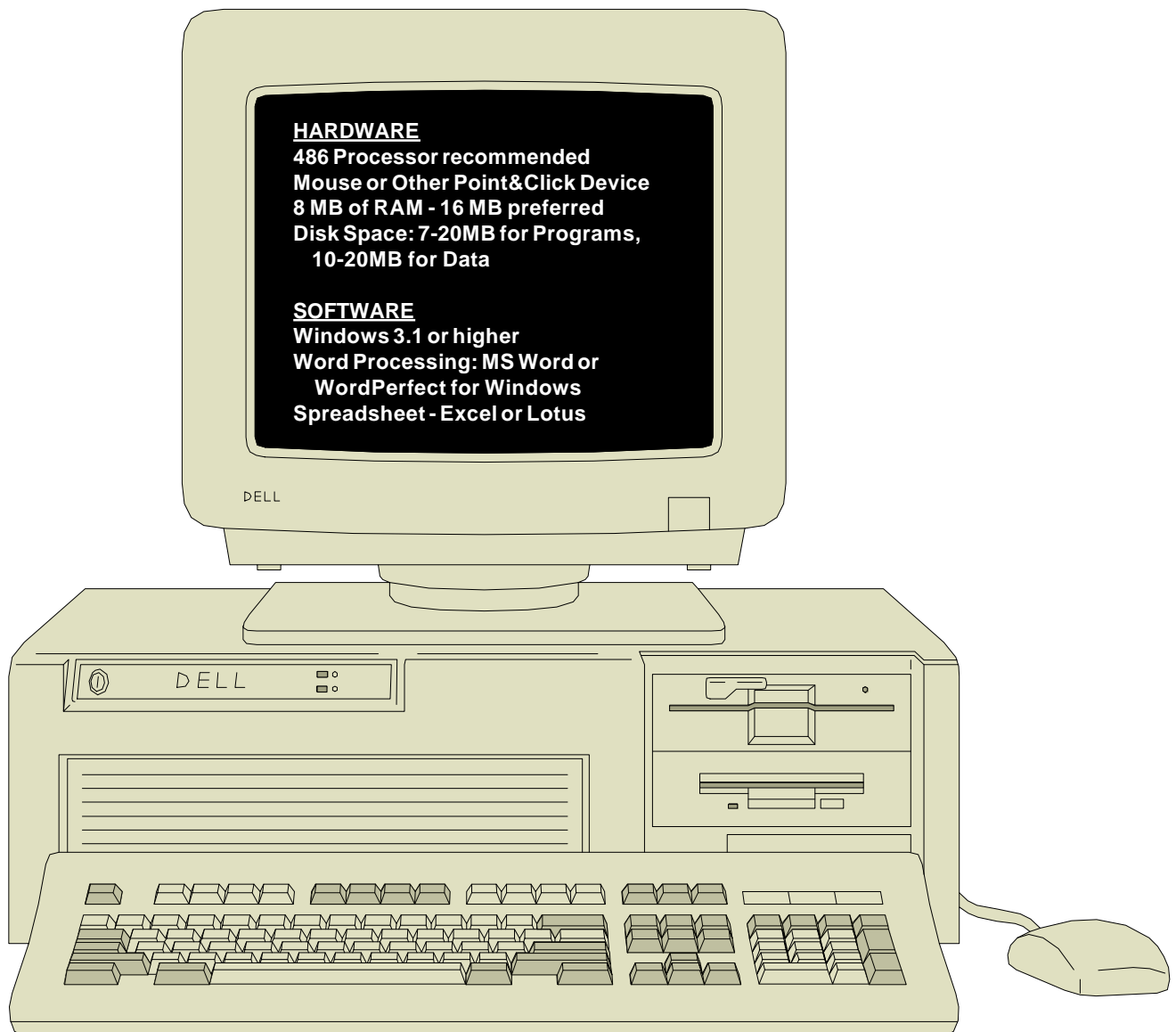
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**Essentialities, continued**

- System will export data in a “.DBF” (dBASE) file format.
- Not case sensitive.
- Populating fields with data from other Corps/DA Data bases.
- On-Line Help.
- Ability to design customized report at the local level.
- Ability to display data graphically.
- Field Replication.
- System to be able to calculate dollars, time, etc.

Maybe now you are thinking about what type of hardware and software are needed to run such a system? We are in the process of preparing a competitive procurement that will be announced to the open market, and of course we don't know which vendor will be our lucky winner! However, it is fairly safe to estimate the basic hardware requirements as outlined by the three vendors. Please consider the minimum requirements listed below if you have an opportunity to purchase new equipment or upgrade your current systems this fiscal year.





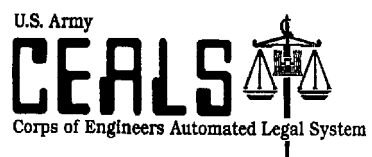
**CEALS 2001:**

## **Countdown to Acquisition**

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- ☒ Request Funding, including PRIP
- ☒ Meet with HECSA Contracting Office to initiate preliminary procurement actions and define RPF Requirements
- ☒ CEALS Procurement Team (CPT) Notification Letter
- ☐ Develop Sources Sought Solicitation
- ☐ Develop Statement of Work (SOW) - CEALS System
- ☐ Develop Evaluation Plan
- ☐ Counsel Review of SOW for CEALS System
- ☐ CBD Announcement of SOW for CEALS System (30 days on Street)
- ☐ Evaluation of Proposals
- ☐ Review Best/Final Proposals
- ☐ Contract & Legal Review of Selected Vendor
- ☐ Contract AWARD

*Once the contract has been awarded, design and implementation will create a new set of milestones. As we get closer to awarding a contract, look for additional tasks posted to the clipboard.*



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